

**For:** State and County Offices

**Creating and Maintaining Election Data Records and Election  
Information and Media Outreach Report AO-157R**

**Approved by:** Executive Director for State Operations



---

**1 Overview**

**A  
Background**

Notice AO-1196:

- informed State and County Offices that the 1999 COC elections would be postponed until March 6, 2000, because of heavy County Office workload
- instructed COC's to recommend appointment of COC advisors before June 1, 2000.

Notice AO-1212:

- informs State and County Offices that certain data for COC members and advisors will not be maintained by NFC
- provides instructions to enter and maintain data records for incoming COC members, alternates, and advisors.

Reports indicate that some County Offices have not processed or entered the 1999 election data as instructed by Notice AO-1212 and 15-AO.

AO-157R provides critical information for the National Office, such as election data, attendance at public meetings, and media data.

---

Continued on the next page

---

Disposal Date	Distribution
October 1, 2000	State Offices; State Offices relay to County Offices

---

6-14-00

## Notice AO-1213

### 1 Overview (Continued)

---

#### B

##### Purpose

This notice:

- instructs County Offices to enter and maintain data records for incoming COC members, alternates, and advisors
  - provides clarification regarding certain data fields removed from Committee Member/Other Data Screen NAA31020
  - provides deadlines for State and County Offices to complete, review, and transmit AO-157R.
- 

### 2 Processing and Maintaining Data

---

#### A

##### Processing Data Records

Certain data fields have been removed from Screen NAA31020.

**Note:** See Notice AO-1212, subparagraph 2 B for the data fields that have been removed.

The procedure in 15-AO for adding and updating COC members, alternates, and advisors has not been amended to reflect the removal of certain data fields and other minor software changes provided in Notice AO-1212. However, the process of entering and maintaining the data has not changed. A future 15-AO amendment will include the information in Notice AO-1212.

**Important:** County Offices shall **not** delay adding and updating data for COC members, alternates, and advisors.

**Note:** County Release No. 431 automatically separated COC members whose records were not accessed in the current calendar year. See Notice AO-1212, subparagraph 2 A.

---

## Notice AO-1213

### 3 Action

---

#### A County Office Action

If not already completed, County Offices shall:

- immediately process (add or update, as applicable) COC members, alternates, and advisors according to Notice AO-1212 and 15-AO
  - no later than June 30, 2000, complete and transmit AO-157R according to 15-AO, paragraphs 240 through 248.
- 

#### B State Office Action

State Offices shall:

- ensure that County Offices process data for COC members, alternates, and advisors according to Notice AO-1212 and 15-AO
  - no later than July 7, 2000, review and transmit County Office AO-157R's according to 15-AO, paragraph 249.
-